
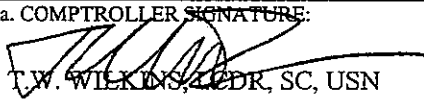




SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) FB5209-00175-204		2. SUPERSEDED AGREE NO. (If this replaces another agreement) FB5209-97268-204		3. EFFECTIVE DATE: 16 OCT 2000		4. EXPIRATION DATE: Indefinite <input checked="" type="checkbox"/>	
5. SUPPLYING ACTIVITY				6. RECEIVING ACTIVITY			
a. NAME AND ADDRESS 374 Airlift Wing Unit 5078 APO AP Yokota AB Japan 96328-5078 TELE / FAX / EMAIL: Voice: 225-5023 Fax: 225-8279 E-mail: william.hash@yokota.af.mil b. MAJOR COMMAND PACAF				a. NAME AND ADDRESS U. S. FLEET AND INDUSTRIAL SUPPLY CENTER YOKOSUKA, JAPAN (NOACT) YOKOSUKA JAPAN 96349-1500 TELE / FAX / EMAIL: Voice: 225-9514/243-8483 Fax: 225-8782/243-6184 E-mail: Yoshiko_Matsuzaki@yoko.fisc.navy.mil b. MAJOR COMMAND COMNAVVSUPSYSCOM			
7. SUPPORT PROVIDED BY SUPPLIER							
a. SUPPORT (Specify what, when, where, and how much)				b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMENT	
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>				Total Est Reimbursement		\$7,373.710	
				Total Est Non-Reimbursement:		\$0.000	
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT			
a. COMPTROLLER SIGNATURE:  LAURELL BAEZ, Lt Col, USAF		b. DATE SIGNED 15 Aug 00		a. COMPTROLLER SIGNATURE:  T.W. WILKINS, LCDR, SC, USN		b. DATE SIGNED 23 Aug 00	
c. APPROVING AUTHORITY				c. APPROVING AUTHORITY			
(1) Typed Name MARK D BARTELS, Colonel, USAF				(1) Typed Name DANIEL R. SMOAK, CAPT, SC, USN			
(2) Organization 374 AW/CV		(3) Telephone Number DSN 225-3742		(2) Organization FISC(YOKOSUKA)		(3) Telephone Number () 243-7077	
(4) Signature 		(5) Date Signed 16 Oct 00		(4) Signature 		(5) Date Signed 8/31/00	
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)							
a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED		a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED	

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of

Commanding Officer, FISC YOKOSUKA FPO AP 96349-1500

prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to:

DFAS-J, Unit 5220, Yokota AB, Japan APO AP 96328-5220

d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

YES

g. This agreement does not support OPlans.

h. This agreement delineates administrative support provided to the receiver.

ATTACHMENTS:

- 1 - Specific Provisions
- 2 - Funding Annex
- 3 - Attachment

ADDITIONAL GENERAL PROVISIONS ATTACHED:



12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

Facilities: Bldg. 79 (3,635SF) (joint use) Note: 600SF of covered outside storage space located behind Bldg. 79 is being used by the FISC Yokosuka Component Repair Program (CRP).

11/6/00
ym

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:



DRAFT

GENERAL PROVISION BLOCK 11, DD1144 (continued):

c. (con't) Military Interdepartmental Purchase Requests will not be accepted as reimbursement documents. Supplier will submit A SF 1080 with the billing office block filled out. Requesting office will submit payment by check or process SF 1080 (no check drawn) with office billed block filled out to DFAS-J, Unit 5220, Yokota AB, Japan APO AP 96328-5220.

i. Authorized Strength: Military 10, USC 3, and MLC 3 these numbers include ATAC and NOACT: TOTAL 16

j. Vehicle Supported: 1


k. Funding and Billing Arrangement: DFAS-J, Unit 5220, Yokota AB, Japan APO AP 96328-5220, will submit billings monthly on SF 1080, with supporting documentation addressed as follows: THRU, NOACT, Yokota AB, Japan APO AP 96328-5000, TO: Commanding Officer, U.S. Fleet and Industrial Supply Center, PSC 473, Box 11, FPO AP 96349-1500. Contract labor will be based on actual contract costs.

DISTRIBUTION:

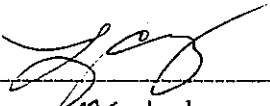
- 1 - HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB, HI 96853-5427
- 1 - NOACT, Yokota AB, Japan APO AP 96328-5000
- 5 - CO, FISC Yokosuka (CODE 41), FPO AP 96349-1500
- 1 - 374 AW/FM/JA/HC/MO/ME/PA/SE
- 1 - 374 CES/CERR
- 1 - 374 CS/SCX
- 1 - 374 MSS/DPC/DPE/DPF
- 1 - 374 SPS/SPOX
- 1 - 374 SPTG/SVX
- 1 - 374 SUPS/LGSP
- 1 - 374 TRANS/LGTX
- 1 - 374 MDG/SGSR
- 1 - DFAS-J/REIMBURSEMENTS

CERTIFICATION DOCUMENT


"I have reviewed this memorandum of agreement for civil engineering functional areas of responsibility. I certify there is is not an environmental impact." (374CES/CC)

Sign  Date 23 Jun 00
Printed Name JOHN I. AHERN, Lt Col, USAF
Commander
374th Civil Engineer Squadron

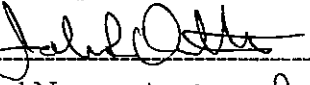
"Additional manpower is is not required to support this memorandum of agreement."
(374AW/MO)

Sign  Date 26 Jun 00
Printed Name Msgr Lunny L. Harey

"This memorandum of agreement is found to be legally sufficient." (374AW/JA)

Sign  Date 7 Aug 00
Printed Name Thomas M. Agze

I have reviewed this agreement to assess the security impact. I certify there is is not a security impact. (374SPS/CC)

Sign  Date 1 Aug 00
Printed Name John R. Quattrone

Agreements Reimbursements Report

08 Aug 2000

Agreement Number FB5209-00175-204

Supplier: 374 Airlift Wing

MAJCOM PACAF

Receiver U. S. FLEET AND INDUSTRIAL S MAJCOM COMNAVSUPSYSCOM

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ADP	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
AFNCC	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
CHAPEL	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
CIV PERS	Incremental Direct Cost	\$1,246.000	No	1	\$1,246.000
CLUBS	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
COM-CONT-COM	Incremental Direct Cost	\$0.000	No	1	\$0.000
COMM	Incremental Direct Cost	\$1,644.200	No	1	\$1,644.200
COMMAND SPT	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
COMMON INFRA	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
COMMUN SVCS	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
CUSTODIAL	Incremental Direct Cost	\$118.750	No	1	\$118.750
DISASTER	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
EDUCATION	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
ENTOMOLOGY	Incremental Direct Cost	\$35.620	No	1	\$35.620

Agreements Reimbursements Report

08 Aug 2000

Agreement Number FB5209-00175-204

Supplier: 374 Airlift Wing

MAJCOM PACAF

Receiver U. S. FLEET AND INDUSTRIAL S MAJCOM COMNAVSUPSYSCOM

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ENVIR CLEAN	Incremental Direct Cost	\$0.000	No	1	\$0.000
ENVIR COMPLY	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
EQUIP MAINT	Incremental Direct Cost	\$40.700	No	1	\$40.700
FACIL CONSTR	Incremental Direct Cost	\$0.000	No	1	\$0.000
FACIL REPAIR	Incremental Direct Cost	\$35.620	No	1	\$35.620
FIRE	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
FOOD	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
HEALTH	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
HSG & LODGE	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
INFORMATION	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ LAUNDRY	Incremental Direct Cost	\$0.000	No	1	\$0.000
✓ LEGAL	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ MAIL POSTAGE	Incremental Direct Cost	\$0.000	No	1	\$0.000
✓ MAIL SVCS	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ MEO					

Agreements Reimbursements Report

08 Aug 2000

Agreement Number FB5209-00175-204

Supplier: 374 Airlift Wing

MAJCOM PACAF

Receiver U. S. FLEET AND INDUSTRIAL S MAJCOM COMNAVSUPSYSCOM

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ MORTUARY	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ MWR	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ POLICE	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ PUBL AFFAIRS	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ REFUSE	Incremental Direct Cost	\$3,631.070	No	1	\$3,631.070
✓ SAFETY	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ SHUTTLE	NON-REIMBURSEMENT	\$0.000	No	0	\$0.000
✓ TRANSPORT	Incremental Direct Cost	\$0.000	No	1	\$0.000
✓ UTILITIES	Incremental Direct Cost	\$621.750	No	1	\$621.750
✓ VEHICLE SPT	Incremental Direct Cost	\$0.000	No	1	\$0.000
✓ VISUAL SERV	Incremental Direct Cost	\$0.000	No	1	\$0.000

Grand Total: \$7,373.710

ADP Automated Data Processing and Automation Services

Includes data processing services and systems analysis. Also, includes design, development, execution, and life cycle maintenance of data processing systems. Non-reimbursable

Supplier Will:

- 1 Provide technical assistance and recommended solutions in support of Local Area Network (LAN), workstation configuration, and minor trouble shooting on hardware/software problems. Provide end-user access to the Internet to facilitate processing requirements via web-base applications. Coordinate request for services and other operational requirements with Receiver, as required.

Receiver Will:

- 1 Comply with supplier's directives and policies.

**AFNCC AFNCC Help Desk
NON-STANDARD****Supplier Will:**

- 1 Receive Network and Small Computer trouble calls. Dispatch as required, maintenance technicians to resolve user computer network problems.
- 2 Document trouble calls for trend identification, notify SA and OCMs of negative trends and corrective actions taken.
- 3 Track user trouble calls to ensure resolutions, conduct follow-up with users to verify problem resolution.
- 4 Track network and computer technical solution requests from submission to completion. (374 CS/SCB)

Receiver Will:

- 1 Contact the unit Organizational Computer Manager (OCM) or System Administrator (SA) for problem resolution prior to calling the Help Desk for assistance. If the OCM or SA cannot be contacted, you may call the Help Desk. Grant Air Force Network Control Center maintenance technicians access to equipment and data to resolve problems.
- 2 OCMs must document all problems which they resolve without Help Desk notification, and forward to the Help Desk for use by other base personnel and the identification of trends.
- 3 Ensure Help Desk personnel are contacted when problems are resolved.
- 4 Submit network changes notifications to the Help Desk to ensure AFNCC has current network design documents; submit request for equipment and services acquisitions to the Help Desk; verify technical solutions from the AFNCC satisfy the requirement.

CHAPEL Chapel and Chaplain Services

Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education. Non-reimbursable

Supplier Will:**Receiver Will:**

- 1 Provide authorized personnel and eligible dependents comprehensive pastoral ministry, spiritual counseling, and religious education IAW AFI 52-101.

- 1 Comply with all applicable Chaplain's directives, local policies and procedures.

CIV PERS Civilian Personnel Services

Includes recruitment, classification, staffing, pay administration, personnel management, employee relations, awards, equal opportunity programs, and career development. Reimbursable

Supplier Will:

- 1 Accomplish necessary recruiting, classification and other personnel and position actions related to MLC employees.
- 2 Provide advisory assistance concerning the MLC local personnel policies and customs.

Receiver Will:

- 1 Be responsible for furnishing personnel requirements and time and attendance reports for MLC personnel. Comply with local civilian personnel policies and directives as they apply to JN personnel.
- 2 Furnish civilian personnel office personnel requirements. Comply with all applicable directives and policies pertaining to MLC employees.

CLUBS Clubs

Includes officer, non-commissioned officer, enlisted, all hands, aero, community and other recreational clubs. Non-reimbursable

Supplier Will:

- 1 Provide access and use of officer, enlisted, aero, and other recreational clubs. Includes golf courses, theaters, bowling centers, campgrounds, marinas, and other related services.

Receiver Will:

- 1 Comply with all applicable directives and policies and conform to rules of conduct in all facilities. Individuals will pay for dues and services.

COM-CONT-COM Command, Control, Communication, and Computer Operations Center (C4OC) **NON-STANDARD Reimbursable**

Supplier Will:

- 1 Provide services and guidance for installation and connectivity of Local Area Networks to Yokota Base Area Network (YAB), network operating system support and initial System Administrator training.
- 2 Provide systems support for electronic mail, Regional Processing Center, and World Wide Web.
- 3 Provide assistance for disposal of unwanted equipment. (374CS/SCBB).

Receiver Will:

- 1 Appoint System Administrators responsible for administration of all LANs connected to the YBAN. Comply with applicable directives and policies.
- 2 Comply with applicable directives and policies.
- 3 Provide equipment custodian responsible for unit IPMS equipment. Maintain account in compliance with applicable directives and policies.
- 4 Dispose of all unwanted equipment in compliance with applicable policies and directives.

COMM Communication Services

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services. Customarily reimbursable

Supplier Will:

- 1 Provide normal telephone service to include installation and maintenance, and relocation of administrative telephones. (374CS/SCM)
- 2 Provide leased commercial telephone lines and cellular services when authorized. (374 CS/SCM)
- 3 Provide mobile pager support. (374CS/SCM).
- 4 Provide message center service. (374CS/SCB).
- 5 Provide communications, computer systems support as applicable to the AFI 33 series regulations. (374CS/SCX)

Receiver Will:

- 1 Comply with all applicable directives and policies. Identify to Base Telephone Office a single office/agency responsible for certifying the validity of toll calls. Complete AF Form 649 when requested by the Base Telephone Office.
- 2 Reimburse 374CS for all toll, leased commercial line, cellular charges if applicable.
- 3 Provide 374 CS a list of all frequencies used (include band-width, emission characteristics, and power). Maintain the list in a current status by notifying supplier of additions, deletions, or modifications of frequencies. Requirements for the use of RF frequencies will be coordinated with the Installation Frequency Manager prior to submission through service channels.
- 4 Comply with all applicable directives and policies.
- 5 Comply with all applicable directives and policies and conform to rules of conduct in all facilities. Individuals will pay membership fees and fees for services provided.

COMMAND SPT Command Support

Includes oversight and management provided by the installation commander and the command element office staff. Non-reimbursable

Supplier Will:

- 1 Provide management support.

Receiver Will:

- 1 Comply with all applicable directives, policies, and procedures.

COMMON INFRA Common Use Facility Construction, Operations, Maintenance, and Repair

Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also includes common benefit signs, energy consumption, snow removal, street cleaning, and installation beautification projects. Customarily non-reimbursable

Supplier Will:**Receiver Will:**

- 1 Provide operation, maintenance, repair and minor construction or alteration of common use infrastructure, roads, grounds, surface areas, structures, real property and installed equipment. Also, includes common benefit signs, energy consumption, snow removal and beautification projects.

- 1 Comply with all applicable directives, policies, and procedures.

COMMUN SVCS Community Services

Includes family support center activities, child development services, dependent youth activities, theaters, and thrift shops. customarily non-reimbursable

Supplier Will:

- 1 Allow access and use of child development and care programs, youth activities, and skill craft centers. (374 SPTG/SV)
- 2 Allow access and use of the family support center. (374 MSS/DPF)

Receiver Will:

- 1 Comply with all applicable directives and policies and conform to rules of conduct on all facilities.
- 2 Comply with supplier's directives and policies.

CUSTODIAL Custodial Services

Includes janitorial and cleaning services for customer-occupied or customer-used facilities and areas. customarily reimbursable

Supplier Will:

- 1 Furnish or arrange for custodial services to receiver occupied facilities.
- 2 Provide receiver with desired frequency of custodial/janitorial services.

Receiver Will:

- 1 Advise supplier of desired frequency of service. Comply with all applicable directives and policies.
- 2 Reimburse Supplier with the prorated amount for custodial/janitorial services for Receiver's occupied space.

DISASTER Disaster Preparedness

Includes operation of disaster preparedness programs and related services, equipment and facility support for emergencies and wartime operations. Non-reimbursable

Supplier Will:

- 1 Establish and maintain a Disaster Preparedness/Air Base Operability program as outlined in AFI 32-4001 (U). AFI 10-212 (U). BSP 10-404 (S). and YAB OPlan 32-1 (U).
- 2 Provide all required specialized and chemical warfare defense courses for in place forces, mobility forces, and mission essential civilians.

Receiver Will:

- 1 Comply with all supplier's policies and procedures in supporting peacetime and wartime contingency tasking.
- 2 Comply with all applicable directives and policies.

EDUCATION Education Services

Includes instruction, counseling, and testing. Non-reimbursable

Supplier Will:

- 1 Provide educational opportunities from high school completion through the graduate level programs as appropriate for the individual and serviced community. Enroll receiver personnel on programs with the same priority as other US military, civilian and dependent personnel. Provide authorized counseling and testing services. Tuition Assistance will be provided by the appropriate local representative of the individual's Branch of service.

Receiver Will:

- 1 Comply with all applicable Education Service directives and policies. Provide out processing information on departing personnel as soon as dates are known. Designate an individual to coordinate unit educational needs with Yokota AB Education Services Office. Insure information relevant to educational opportunities is disseminated to employees and their dependents.

ENTOMOLOGY Entomology Services

Includes abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds. Reimbursable

Supplier Will:

- 1 Provide abatement and control measures directed against insects, rodents, seeds, fungi, etc., including but not limited to, routine treatment of grounds, buildings and equipment.

Receiver Will:

- 1 Comply with all applicable directives and policies.

ENVIR CLEAN Environmental Cleanup

Includes collection, clean-up, transportation, and disposal of hazardous material. Reimbursable

Supplier Will:

- 1 Supplier will be the focal point for all environmental matters and provide advice and consultation on all environmental laws, regulations and policies. Supplier will recommend the appropriate course of action to resolve environmental discrepancies, and interface with regulatory agencies and the public on behalf of Receiver.
- 2 Supplier will provide general operational environmental policy guidance, and detailed requirements and procedures for environmental document processing, coordination and approval for Receiver actions.

Receiver Will:

- 1 Receiver will comply with all applicable environmental standards, rules, regulations, permit conditions and policies. Receiver will make environmental compliance requirements that pertain to their mission known to Supplier's environmental planning function.
- 2 Receiver is responsible for the actions of its contractors and will ensure its contractors understand and comply with the provisions herein.
- 3 Receiver will participate in applicable supplier environmental programs.

- | | |
|--|--|
| <p>3 Administer programs for the control and disposal of hazardous materials and other forms of pollution. This also includes recycling and resource recovery programs.</p> <p>4 Supplier will serve as the single point of contact with all regulatory agencies including interpretation of regulation, coordinating inspections and submitting reports and correspondence. Supplier will act as the central repository for all environmental records required to be maintained by law or regulation.</p> | <p>4 Receiver will grant supplier's environmental management personnel (and authorized contractors) access to Receiver facilities. Regulators who are performing official duties will be granted access to Receiver's facilities if that access comports with Air Force and installation guidance. Receiver will also grant environmental contractors who are performing a federal environmental contract access to receiver facilities.</p> <p>5 Reimburse supplier for environmental cleanup. (TBD)</p> |
|--|--|

ENVIR COMPLY Environmental Compliance

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials – does not include clean-up and disposal of hazardous materials. Non-reimbursable

Supplier Will:

- 1 Supplier will be the focal point for all environmental matters and provide advice and consultation on all environmental laws, regulations and policies. Supplier will recommend the appropriate course of action to resolve environmental discrepancies, and interface with regulatory agencies and the public on behalf of the Receiver.
- 2 Supplier will provide general operational environmental policy guidance, and detailed requirements and procedures for environmental document processing, coordination and approval for Receiver actions.
- 3 Supplier will serve as the single point of contact with all regulatory agencies including interpretation of regulation, coordinating inspections and submitting reports and correspondence. Supplier will act as the central repository for all environmental records required to be maintained by law or regulation.
- 4 Administer programs for the control and disposal of hazardous materials and other forms of pollution. This also includes recycling and resource recovery programs.

Receiver Will:

- 1 Receiver will comply with all applicable environmental standards, rules, regulations, permit conditions and policies. Will make environmental compliance requirements that pertain to their mission known to Supplier's environmental planning function.
- 2 Receiver will be responsible for the actions of its contractors and will ensure its contractors understand and comply with the provisions herein.
- 3 Participate in applicable Supplier environmental programs.
- 4 Grant Supplier's environmental management personnel (and authorized contractors) access to receiver facilities. Regulators who are performing official duties will be granted access to receiver's facilities if that access comports with Air Force and installation guidance.
- 5 Comply with all applicable directives and policies.
- 6 Prepare environmental assessments or impact statements for non-routine actions. Appoint an environmental POC and abide by all environmental protection regulations in effect at the supplier installation.
- 7 Grant environmental contractors who are performing a federal environmental contract access to receiver facilities.
- 8 Receiver will maintain environmental records for his actions.

EQUIP MAINT Equipment and Furnishings Maintenance, Repair, and Calibration

Includes maintenance, repair, and calibration of industrial equipment, construction equipment, laboratory equipment, office equipment, and other non-tactical equipment and office furnishings -- does not include vehicles. It also, includes maintenance and repair of furnishings. Reimbursable

Supplier Will:

- 1 Provide Furniture Repair Section (FRS) authorized types of furnishings and maintenance services. (374 CES/CEHMF).
- 2 Provide for the maintenance and repair, within capabilities, for computer equipment, arrange for receiver inclusion in appropriate service maintenance agreements. (374 CS/SCS)

Receiver Will:

- 1 Provide 374 CES/CEHMF with a letter identifying their personnel authorized to request maintenance services.
- 2 Comply with all applicable directives and policies pertaining to facility utilization.

FACIL CONSTR Facility Construction and Major Repair

Includes minor construction, alterations, additions, and major repairs required to modernize, replace, expand or restore real property. Also, includes related planning and design. Reimbursable

Supplier Will:

- 1 Provide facility planning, engineering designs, drafting and reproduction services, inspection, job planning for recurring contract procurement, military and minor construction. Provide services for non-structural system including design, management and QAE services or pumping of grease traps.

Receiver Will:

- 1 Request required support. Comply with all applicable directives and policies.

FACIL REPAIR Facility Maintenance and Minor Repair

Includes routine and cyclical preventive maintenance and minor repairs required to preserve or restore real property so it may be used for its designated purpose. Reimbursable

Supplier Will:

- 1 Perform maintenance and structural repairs of an emergency nature including service call.
- 2 Correct hazardous conditions. Provide receiver with supplier's program for the prioritized system of correcting and/or reducing hazardous conditions in the work place. Hazards assigned as risk assessment code (RAC) of 1,2, or 3, shall be corrected as promptly as practicable on a "worst first" basis.

Receiver Will:

- 1 Notify installation of any changes in mission/procedures that would impact on requirements.
- 2 Submit requirements for construction improvements or alterations IAW supplier procedures.
- 3 Provide a separate MIPR for construction of new facilities, addition to existing facilities, and alterations that change the use of existing facilities when the cost exceeds \$15,000.00.
- 4 Comply with directives pertaining to facilities maintenance and repair.
- 5 Comply with all applicable directives and policies.

FIRE Fire Protection (MOUI International)

Includes all normal services related to fire protection and fighting operations, and rescue operations. Also, includes inspections for fire hazards, servicing of portable extinguishers, and related training programs. Non-reimbursable

Supplier Will:

- 1 Provide all normal fire protection services related to firefighting operations. Inspect facilities, and services portable extinguishers as required.

Receiver Will:

- 1 Comply with supplier fire protection directives and policies as required.

FOOD Food Service

Includes preparation and service of food to authorized personnel, and related dining facilities operations. Customarily non-reimbursable

Supplier Will:

- 1 Provide messing to authorized personnel IAW AFI 34-101. Food Service Management.

Receiver Will:

- 1 Individuals will present valid ID card to cashiers if authorized SIK (Subsistence In Kind). Personnel receiving BAS (Basic Allowance for Subsistence) will pay cash for meals consumed.

HEALTH Health Services

Includes administration of health care program, inpatient and outpatient medical and dental treatment, and other related medical support and professional services. Also, includes veterinary support. Non-reimbursable

Supplier Will:

- 1 Provide medical and dental services to authorized personnel and dependents IAW AFI 41-115.
- 2 Provide medical food inspection and sanitation inspection services IAW AFTs 48, 23 series AFI, and AFR 163 series regulations.
- 3 Provide assistance and training pertaining to substance abuse.
- 4 Provide bioenvironmental support to evaluate potential occupational health or environmental protection problems per AFI 48-101 and AFOSH STD 161-17.

Receiver Will:

- 1 Comply with supplier's policies on medical and dental treatment. Individual will reimburse the hospital for medical services received IAW AFI 41-115.
- 2 Comply with written recommendations provided in bioenvironmental evaluation reports.
- 3 Follow recommendations for items considered unfit for human consumption by the Base Military Public Health Office.
- 4 Comply with applicable directives and policies.

HSG & LODGE Housing and Lodging Services

Includes family, unmarried, and unaccompanied housing referral services. Also, includes operation of family housing, bachelor officer quarters, bachelor enlisted quarters, and transient accommodations. Non-reimbursable

Supplier Will:**Receiver Will:**

- 1 Assign government owned and controlled family housing through housing Division. Provide assistance in obtaining off-base facilities on an equal opportunity basis in accordance with DoD instructions.
- 2 Provide authorized unaccompanied civilian personnel, UNCOQ, and BOQ IAW AFI 31-1076 and AFI34-246
- 3 Provide lodging for receiver personnel on TDY status or incident to a PCS IAW AFI 34-246.

- 1 Request housing in compliance with supplier's policies and directives. Comply with supplier procedures regarding occupancy, clearance from quarters, and accountability for government furniture and appliances.
- 2 Inform personnel that they must apply for subject quarters at the current policies and lodging office IAW AFI 32-1067 and AFI 34-246.
- 3 Request reservations in advance in accordance with supplier's policies.

INFORMATION Information Protection
NON-STANDARD Non-reimbursable

Supplier Will:

- 1 Provide COMSEC Key support.
- 2 Provide STUIII Key support.
- 3 Provide guidance and support for the accreditation of computer system.
- 4 Provide Computer Anti-virus software through DoD contract.
- 5 Be the focal point for e-mail abuse, hacker attempts, and computer security violations.
- 6 Provide Security Awareness and Training (SATE) training support (374 AW/SCBB).

Receiver Will:

- 1 Comply with all COMSEC publications (DOD, Air Force, and local Directives and Instructions); including AFI 33-211, AFT 33-212, AFT 33-213, AFSSI 3034, AFKAG-1, and AFKAG-2.
- 2 Comply with all STU-III and STE publications (DOD, Air Force, and local Directives and Instructions); including AFT 33-209.
- 3 Comply with all accreditaiton publications (DOD, Air Force, and local Directives and Instructions); including AFSSST 5024, Vol. I-TV, AFSSI 5027, AFMAN 33-223, and AFT 33-202.
- 4 Comply with all anti-virus directives (DoD, Air Force, and local Directives and Instructions); including AFSSM 5023, AFSSI 5021, and AFT 33-202.
- 5 Comply with all reporting publications (DoD, Air Force, and local Directives and Instructions); including AFT 33-202 and AFSSI 5021.
- 6 Comply with all SATE publications (Dod, Air Force, and local Directives and Instructions); including AFI 33-204 and AFT 33-115.
- 7 Comply with all EMSEC publications (DoD, Air Force, and local Directives and Instructions); including AFT 33-203, AFSSI 7010, and AFSSM 7011.
- 8 Comply with all telecommunications monitoring publications (DoD, Air Force, and local Directives and Instructions); including AFT 33-219.

LAUNDRY Laundry and Dry Cleaning

Includes cleaning and storage of clothing and other items made of cloth. Reimbursable

Supplier Will:

- 1 Provide adequate facilities, within capabilities, for accomplishment of the receiver's mission. (Bldg. 554 is the laundry pick-up point. Receiver, 17 ASGp, is responsible for laundry operations as listed in SA (WT5JY5-90001-010).

Receiver Will:

- 1 Comply with all applicable supplier directives and policies.

LEGAL Legal Services

Includes the provision of advice and services on all legal matters pertaining to legal assistance, military justice, initial claims processing, property utilization, award and execution of procurement contracts, and personnel matters such as conflicts of interest, standards of conduct, and grievance hearings and reviews. Non-reimbursable

Supplier Will:

- 1 Provide advice and support for the following process oriented descriptions outlined in AFMS 102A, dated 30 May 95: 1, 2, 3, 4, 5, 6, 7, 12, 13, 18, 19, 20, 24, 33, 34, 35, 37, 38, 39, 52, 59, 62, 63, 69, 70, 71.
- 2 Refer all non-emergency legal matters, excluding mission-related legal assistance, electronic tax filing, and personnel claims processing, to Receiver's General Counsel or Judge Advocate General's Corps, as appropriate.

Receiver Will:

- 1 Comply with Supplier's directives and policies regarding mission-related legal assistance, electronic tax filing, and personnel claims processing.
- 2 Refer all routine legal matters to Receiver's General Counsel or Judge Advocate General's Corps, as appropriate.

MAIL POSTAGE Mail Postage Service

Includes postage and fees for official mail and application thereof. Reimbursable

Supplier Will:

- 1 Provide postage and fees for official mail and application thereof.

Receiver Will:

- 1 Comply with applicable directives and policies. Reimburse for postage IAW SAF/AAIA Ltr dated 11 Jul 94.

MAIL SVCS Mail Service

Provide for acceptance, storing, routing, and delivery of incoming and outgoing official mail and distribution. Non-reimbursable

Supplier Will:**Receiver Will:**

- 1 Provide US Postal Service, to include collecting, accepting, sorting, routing, and delivery of official mail on installation and in DoD-owned or DoD-leased facilities.

- 1 Wrap outgoing packages. Sort bulk mail by zip code. Comply with all applicable directives and policies. Comply with DoD 4525.8-M/AF Supplement.

MEO Social Actions Support
NON-STANDARD Customarily non-reimbursable

Supplier Will:

- 1 Provide Human Relations Education and Climate Assessments as outlined in AFI 36-2706, Military Equal Opportunity program.
- 2 Process complaints of discrimination as outlined in AFI 36-2706.
- 3 Provide technical advice and assistance to inquiry and investigation officials.

Receiver Will:

- 1 Comply with all applicable directives and policies.
- 2 Comply with all applicable directives and policies.
- 3 Comply with all applicable directives and policies.

MORTUARY Mortuary Services

Includes all logistical functions related to the recovery, identification, care, and disposition of deceased personnel. Includes continental United States port, and overseas mortuary services. Non-reimbursable

Supplier Will:

- 1 Provide mortuary services to all eligible/deceased personnel at the USAF Mortuary, Yokota AB, Japan IAW AFI 34-242 or other governing directive.

Receiver Will:

- 1 Furnish information required by the supplier. Costs will be borne by the sponsor of the deceased (person or agency) IAW AFI 34-242 or other governing directive.

MWR Morale, Welfare, and Recreation (MWR) Activities

Includes operation of recreational centers, gyms, fitness centers, parks, athletic fields, recreational and general reference libraries, hobby shops, craft centers, and related services. Non-reimbursable

Supplier Will:

- 1 Allow access and use of all morale and fitness support services to include theaters, parks, recreational centers, gyms, fitness centers, athletic fields, golf course's and related services.
- 2 Provide access and use of all recreational and general reference library services.

Receiver Will:

1. Comply with all applicable directives and policies and conform to rules of conduct in all facilities.
- 2 Comply with all applicable directives and policies and conform to rules of conduct in all facilities.

POLICE Security Forces

Includes maintaining law and order (e.g., enforcement of traffic laws, accident investigation, and criminal investigations), traffic management, vehicle decals, and parking pass services. Also, includes operation of confinement and detention facilities, and related services. Non-reimbursable

Supplier Will:

Receiver Will:

- 1 Provide normal base security police operations to include vehicle registration, physical security, and criminal investigations services.

- 1 IAW AFI 31-210, PACAF Supplement 1, para 3.23.4 appoint, in writing, primary and alternate Antiterrorism, Force Protection Representatives to 374 SFS/FP and comply with all standards outlined in AFI 31-210 and PACAF supplement 1. All training requirements will be coordinated through 374 SFS/FP.

PUBL AFFAIRS Public Affairs

Includes activities aimed toward responding directly or through news media to the general public's right and need to know how DoD activities accomplish assigned tasks and missions. Also includes distribution of public and community relations information. Non-reimbursable

Supplier Will:

- 1 Conduct local community relations support, including base tours, and provide orientation briefings and other internal public affairs programs as necessary.
- 2 Coordinate on all local news items to be released by the Receiver.

Receiver Will:

- 1 Coordinate and or provide all proposed information releases to the media, including responses to news media queries, with the public affairs office.
- 2 Provide the Supplier with copies of any release about the Receiver being made by the Receiver parent command.
- 3 Advise the Supplier, public affairs office immediately of any intent to respond in an official capacity directly or indirectly to the news media or to participate in an official capacity in any community relations event.

REFUSE Refuse Collection and Disposal

Includes collection and disposal of trash and waste materials. Reimbursable

Supplier Will:

- 1 Provide services including a QAE for collection and disposal of trash and waste materials.

Receiver Will:

- 1 Appoint a recycling point of contact (POC) and comply with supplier's policy and guidance.

SAFETY Safety

Includes operation of safety programs, educational support, and promotional efforts. Non-reimbursable

Supplier Will:

- 1 Conduct a comprehensive safety program by providing safety functions and services as prescribed by AFI 91-202 and AFI 91-207, as supplemented.

Receiver Will:

- 1 Conduct an internal safety program. Request assistance and support from supplier as necessary.
- 2 Provide access for supplier to conduct the annual facility inspection.

- 2 Conduct an annual inspection of receiver facilities in the absence of a full time safety technician.

- 3 Comply with all applicable directives and policies.

SHUTTLE

Shuttle Services

Includes scheduled operation of local taxis, vans, and bus transportation services – does not include chartered transportation services. Non-reimbursable

Supplier Will:

- 1 Provide base shuttle bus service to all authorized personnel. Provide ground transportation services to include base taxi and Dispatch Operations and Fleet Management support.
- 2 Dispatch and furnish transportation utilizing supplier's assets and assigned operators, on an as required basis, to support receiver's requirements.

Receiver Will:

- 1 Submit requests for services to vehicle dispatch at least 72 hrs in advance. Services requiring the use of Air Force owned assets, to include rentals, must be submitted in writing with complete justification.
- 2 Provide Fleet Management with all required documentation to assist in the assignment and disposition of supplier's assets. Transportation requirements in excess to supplier's assets/capabilities is reimbursable.
- 3 Comply with all applicable directives and policies.

TRANSPORT

Transportation Services

Includes transportation services related to both commercial and government-owned transportation of personnel, personal property, and material. Also includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services. customarily reimbursable

Supplier Will:

- 1 Provide Traffic Management services, including arranging government official travel and movement of personnel property and baggage.
- 2 Provide for household goods/personnel effects movement support for receiver personnel, as authorized in movement orders, on the same basis as supplier personnel.
- 3 630AMSS will notify (NOACT) personnel of originating cargo HAZMAT discrepancies. 630AMSS will correct intransit HAZMAT discrepancies within their capabilities.

Receiver Will:

- 1 Coordinate requirements with supplier. Comply with supplier directives, policies and procedures. Provide movement orders and funds appropriation.
- 2 Submit base housing order and comply with supplier directives, policies and procedures. Reimburse base operation funds for contract services used, or supply current fund cite to the housing order.
- 3 NOACT will correct all originating HAZMAT discrepancies prior to entering the AMC system. Air Transportation Office Yokosuka will correct all originating HAZMAT discrepancies prior to entering the AMC system. NOACT will provide expert assistance to AMC to correct any intransit cargo not within AMC capabilities for onward movement in the AMC System.

- 4 Through NOACT Yokosuka, operate a cargo liaison office within Bldg 79, responsible for coordinating movement of US Navy/Marine cargo. Duties will include; timely processing of unscheduled or frustrated cargo, reconstituting damage packaging, remarking and labeling, coordinating palletizing outbound Navy/Marine air cargo on US Air Force 463L pallets and returning 463L pallets to 630th AMSS, track status of inbound cargo as requested by shippers, trace US Navy/Marine cargo upon request, divert and/or change precedence of cargo as appropriate, and perform Navy/Marine Air Clearance Authority functions. Office will be manned during normal duty hours with personnel qualified to perform all required duties.

UTILITIES**Utilities**

Includes water, sewage, electricity, natural gas, and fuel oil services. Also, includes central generation and distribution of steam, chilled water, and compressed air. Reimbursable

Supplier Will:

- 1 Provide all normal services related to procurement, production, and distribution of utilities including water system, sewage system, electric systems, boiler plants, heating system, cold storage, and air-conditioning.

Receiver Will:

- 1 Abide by all energy conservation and reporting requirements in effect at the supplier's installation.

VEHICLE SPT**Vehicle Support**

Includes maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. Also, includes chartered transportation services. Reimbursable

Supplier Will:

- 1 Provide ground transportation services to include base taxi and Dispatch Operations and Fleet Management support services.
- 2 Dispatch and furnish transportation utilizing receiver's assets and assigned operators, on an as required basis, to support receiver's requirements.

Receiver Will:

- 1 Submit requests for services to vehicle dispatch at least 72 hrs in advance. Services requiring the use of Air Force owned assets, to include rentals, must be submitted in writing with complete justification.
 - 2 Provide Fleet Management with all required documentation to assist in the assignment and disposition of receiver's assets. Transportation requirements in excess to receiver's assets/capabilities is reimbursable. Comply with all applicable directives and policies.
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VISUAL SERV Visual Information Services

NON-STANDARD; Includes still photography, graphics, video, and presentation services. Reimbursable

Supplier Will:

- 1 Provide still photograph, graphic, video, and presentation services. (374 CS/SCS)

Receiver Will:

- 1 Comply with all applicable directives and policies.
-

★ PROCESS ORIENTED DESCRIPTION

STAFF JUDGE ADVOCATE

1. GENERAL COURTS-MARTIAL. Pre-trial processing: places accused and witnesses on administrative hold; prepares charges; conducts legal and factual research; drafts charge sheets; drafts AF Form 65, Transmittal of Court-martial Charges; obtains documentary and physical evidence; reports on special interest cases; arranges for sanity board, if applicable; verifies and obtains jurisdiction and AFR 205-32, USAF Personnel Security Program clearances; prefers charges; notifies commanders of completed charges and coordinates referral; advises on referral of charges; advises commanders on recommended actions. **AMJAMS:** assembles trial, defense, military judge folders; processes airman requests for discharge in lieu of trial; reviews requests for legal sufficiency; advises commanders on report and assists commanders on proper format; prepares formal legal reviews; prepares forwarding and action documents; prepares and responds to discovery requests; conducts depositions; appoints deposition officers; schedules time and locations of hearings and arranges logistics (i.e., transportation, billeting, etc.) for deposition officers, court reporters, counsel, accused, and witnesses; reports depositions; records and transcribes proceedings; copies and assembles records and forwards to counsel; processes officer requests for resignations for good of the service; reviews for legal sufficiency; advises commanders on reports and assists commanders on proper format; prepares forwarding and action documents. **Article 32 investigations:** prepares and coordinates appointment of investigating officers, court reporters, and government representatives; notifies defense counsel; provides case files; decides on and responds to delay requests; arranges location of hearings; provides investigating officers; reviews case files; researches laws and facts of charges; arranges for witnesses; conducts hearings; drafts summary of testimony; performs additional research on facts and issues; considers facts and laws of case; decides on recommendations; prepares investigating officer reports; and provides government representatives. **Reviews case files;** researches laws and facts of charges; prepares witnesses; arranges for witnesses; presents case at hearings; conducts additional research; presents arguments to investigating officers; reports hearings; records and transcribes proceedings; assembles records and forwards for authentication; prepares certificates of correction; processes Article 32 reports; types, assembles, processes and distributes report; serves reports on accused and defense counsel; prepares special courts-martial convening authority (SPCMCA) recommendations; inputs information into AMJAMS; nominates court members; prepares lists and determines availability of court members; gathers personal data; and prepares SPCMCA recommendation. **Final pre-trial preparation:** periodically reconfirms court members availability and nominates replacement members as needed; appoints trial counsel and assistant trial counsel; docket cases; coordinates with defense counsel and military judges; prepares and responds to motions; negotiates and processes offers for pre-trial agreements; processes witness immunity requests; processes defense witness requests and further discovery requests; acts as trial counsel or assistant trial counsel; serves charges on accused; reviews case files; researches laws; advises court members and bailiff of trial times; prepares witnesses; arranges for witnesses; briefs bailiff prior to trials; and arranges courtrooms and jury deliberation rooms. **Trial processing:** presents case at trials; conducts additional research; examines witnesses; and presents arguments to military judges and court members. **Post-trial processing:** prepares confinement or release orders; prepares notices of appellate and clemency rights; serves notices of appellate and clemency rights; prepares AF Form 1359, Report of Result of Trial; reviews transcripts of trials; reports court records and transcribes proceedings; copies and assembles records; forwards records for review and authentication; prepares certificates of correction; processes appellate leave requests; serves records of trial, Staff Judge Advocate recommendation and addenda on accused; inputs information into AMJAMS; prepares and distributes AF Forms 1373, MPO Document Control Logs; verifies finance actions; certifies DD Forms 490, Record of Trial and 494, court-martial Data Sheet; accomplishes post-trial actions; conducts post-trial hearings; and retries cases as required.

2. SPECIAL AND SUMMARY COURTS-MARTIAL:

2.1. SPECIAL COURTS-MARTIAL. Pre-trial processing: arranges for sanity boards, if applicable; verifies and obtains jurisdiction and AFR 205-32, USAF Personnel Security Program clearances; prefers charges; processes

airman requests for discharge in lieu of trial; reviews requests for legal sufficiency; advises commanders on report and assist commanders on proper format; prepares formal legal reviews; prepares forwarding and action documents; prepares and responds to discovery requests; negotiates and processes offers for pre-trial agreements; processes witness immunity requests; prepares and responds to motions; conducts depositions; assists and advises SPCMCA on referral of charges; prepares SPCMCA convening orders and amendments; appoints trial counsel and assistant trial counsel; prepares and obtains referral documents; docket cases; processes defense witnesses; and responds to further discovery requests. Trial processing: acts as trial counsel and assistant trial counsel; conducts research; examines witnesses; and makes arguments to military judges and court members. Post-trial processing: reports courts; prepares SJA recommendations and addenda; serves recommendations and records of trial on accused; prepares SPCMCA actions; prepares courts-martial orders; inputs information into AMJAMS; prepares and distributes AF Forms 1573, MPO Document Control Logs; certifies DD Forms 490, Record of Trial, and 494, court-martial Data Sheet; performs post-trial actions; processes appellate leave requests, when applicable; conducts post-trial hearings; and retries cases as required.

2.2. SUMMARY COURTS-MARTIAL. Pre-trial processing: places accused and witnesses on administrative hold; verifies and obtains jurisdiction and AFR 205-32, USAF Security Program clearance; prepares and responds to motions; processes witness immunity requests; processes defense witness requests; prefers charges; prepares and responds to discovery requests; prepares and obtains referral documents; schedules hearings; and serves charges on accused. Trial processing: conducts research; examines witnesses; and makes arguments to law officers. Post-trial processing: prepares convening authority actions and courts-martial orders; inputs information into AMJAMS; prepares and distributes AF Forms 1573, MPO Document Control Log, and verifies financial actions.

3. ARTICLE 15 ACTIONS. Initial case files: reviews case files received from the units to ascertain violations; ensures jurisdiction and obtains evidence for off-base incidents; researches laws for specifications to be drawn; advises commanders on specifications; drafts specifications; reviews all submissions; advises commander on appropriate punishments; prepares punishment endorsements; and prepares AFR 35-44, Military Personnel Records Systems letters. Post-punishment processing: distributes and tracks Article 15; reviews and certifies for legal sufficiency; inputs information into AMJAMS; prepares and distributes AF Forms 1573, MPO Document Control Logs. Article 15 appeal processing: reviews appeal; advises commanders imposing punishment; and obtains commanders endorsement. Supplementary processing: advises commanders on proposed vacation or suspension actions; prepares commander's decision letters, and authenticates letters for legal sufficiency; processes Article 15 set aside, remission, or mitigation actions; advises commanders on proposed actions; prepares commander's decision letters; authenticates for legal sufficiency; verifies finance actions; posts to AF Forms 1573, MPO Document Control Logs; inputs supplemental information into AMJAMS.

4. ADJUDICATE AND PAY PERSONNEL TYPE CLAIMS. Accepts and processes claims under the Military Personnel and Civilian Employees' Claims Act, including claims of nonappropriated fund employees.

5. BOARDS. Provides advice, support, and representation to resolve matters brought before various administrative and investigating boards (e.g., discharge, flying evaluation, faculty, medical evaluation, and demotion).

6. ADMINISTRATIVE DISCHARGES. Consults with commanders and determines appropriate disposition; assists in drafting of letters; and conducts review of cases involving notification procedures discharges.

7. CIVILIAN EMPLOYEE MISCONDUCT (INCLUDING REDUCTION IN FORCE ACTIONS). Receives notices; designates management representatives; prepares responses; engages in discovery; conducts pre-trial conferences; conducts settlement discussions; finds and prepares witnesses; travels to hearings; participates in hearings; travels from hearings; conducts post-trial briefs; reviews decision from administrative judges; advises and coordinates on implementations and appeals; appeals to full boards; reviews board decisions; reviews attorneys' fees petitions; determines local rates; determines reasonableness of hours; opposes petitions; and if Equal Employment Opportunity (EEO) defense is involved, pursues further administrative litigation under EEO procedures as indicated.

8. **ADMINISTRATIVE LAW OPINIONS (1 of 3).** Receives inquiries and requests for legal opinions; researches legal issues; and examines or drafts documents, plans, or procedures to include bomb threats, on-base commercial solicitation, consent decrees, dependency status, entitlement to medical care, gifts to the Air Force, hot line items, interpretation and construction of statutes, jurisdiction, zoning, landing permits, loan of government property, off-duty employment, process servers and service, annexes to plans and agreements, line of duty determinations, dissent and protest opinions, utility rate counsel, and real property counsel.
9. **ADVICE AND ASSISTANCE IN PREPARATION OF RESPONSE TO ENVIRONMENTAL ENFORCEMENT ACTIONS FOR ALLEGED VIOLATIONS OF ENVIRONMENTAL LAWS AND REGULATIONS.** Reviews reports of inspections, reviews notices of violation and enforcement orders; analyzes and researches factual, legal, and administrative basis for actions; discusses basis with regulatory representatives; drafts, proofs, and coordinates responses; delivers response in accordance with service of process requirements of jurisdiction; conducts informal negotiations with regulatory body; negotiates Federal Facility Compliance Agreement with regulatory body. Enforcement actions directed at federal employee in personal capacity: advises on procedures for requesting Department of Justice representation; consults, as appropriate, with responsible enforcement officials; researches appropriateness of substitution of United States as defendant and removal of any state action to federal courts; coordinates with local U.S. attorneys; and provides appropriate support to local U.S. attorneys.
10. **POST COMPLAINT LITIGATION SUPPORT.** Provides litigation support in pending litigation cases involving military personnel, environmental, claims, labor, contracts, utility rates, and intervention cases before the federal district courts; provides discovery assistance; performs legal research; locates witnesses; conducts interviews; performs records searches; reviews litigation reports; provides typing support; performs motion drafting; and records depositions.
11. **STANDARDS OF CONDUCT ADVICE AND MONITORING.** Reviews information relating to potential standards of conduct violations per AFR 30-30, Standards of Conduct; provides opinions and consults with commander and staff; conducts briefings; provides counsel on off-duty employment; administers and reviews financial disclosure forms; produces annual ethics reports; and advises on application of Procurement Integrity Act.
12. **ADVICE TO COMMANDERS.** Advises commanders on personnel and disciplinary actions; assists in formulating command discipline policy for squadron and installation commanders including: search and seizure issues, rights advisement's, and handling of personnel problems; performs miscellaneous AMJAMS administration; and conducts military law training programs for commanders (e.g., new commander orientations, workshops, military justice newsletters, and status of discipline briefings); processes G-series orders for appointments to and assumptions of command.
13. **URINALYSIS DRUG TESTING PROGRAM.** Coordinates testing times with Social Actions or unit orderly rooms; inspects testing areas to ensure conformity with applicable regulations; briefs monitors and observers; observes tests; gives advice during inspection tests; observes preparation of documents; and provides advice and counsel on pre- and post-testing procedures.
14. **REPRESENTATION OF INSTALLATIONS IN STATE AND LOCAL JURISDICTION ENVIRONMENTAL ADMINISTRATIVE PROCEEDINGS.** Identifies and prepares witnesses, including experts; prepares and submits written witness testimony prior to hearings; prepares evidence, pleadings, and motions to include, if applicable, analysis of appropriateness of proposed penalties under relevant civil penalty policies; prepares oral arguments; attends prehearing sessions; attends hearings; reviews findings, conclusions, and recommendations of hearing officers or actions of governmental bodies; negotiates settlements, if appropriate; considers appropriateness of appeal of agency actions; coordinates with HQ USAF and local U.S. attorneys for further procedures; performs follow-on responding to enforcement actions (e.g., daily reviews of local legal notices and permit applications).

- 15. ADVISEMENT AND ASSISTANCE IN PERMIT APPLICATIONS.** Researches state, federal, and local laws and regulations; assists in drafting and reviewing permits; negotiates with regulatory body on permit conditions; submits correspondence, documents, and evidence in support of negotiations; prepares for and attends public hearings on applications; assists in drafting and reviewing responses to comments by regulatory bodies and the public; assists in programming resources needed for compliance with permit conditions; negotiates for variances as needed; and consults with regulatory bodies to secure interpretation of permit conditions.
- 16. ADVISEMENT AND ASSISTANCE IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL JURISDICTION CONCERNING SOLID AND HAZARDOUS WASTE LAWS AND REGULATIONS.** Researches, analyzes, and responds to staff questions on management, storage, transportation, labeling, packaging, and disposition of hazardous waste and hazardous substances; responds to questions on training of personnel; consults with regulatory bodies for interpretations and documents as needed; advises on waste minimization requirements; provides advice on oil and hazardous substance spill contingency planning; coordinates required spill notifications to National Response Center and appropriate government agencies; assists in follow-on cleanup actions; assists in preparing post-spill statement for public release; conducts spill follow-on negotiations with regulatory bodies; assesses potential liability and litigation liabilities; preserves evidence as needed; advises on proper management, storage, transport, packaging, disposition, and training of personnel involved with asbestos-containing material (ACM); and reviews hazardous waste and ACM disposal contracts.
- 17. TORT CLAIMS AGAINST THE GOVERNMENT.** Investigates, adjudicates, and settles tort claims against the Air Force, to include Article 139, UCMJ claims, and claims against non-appropriated fund instrumentality's.
- 18. DISASTER RESPONSE TRAINING AND PARTICIPATION.** Accompanies the disaster response teams to the scene of natural disasters, accidents, and exercises for these contingencies; and provides legal advice to the on-scene commander and contingency support staff.
- 19. PRE-TRIAL CONFINEMENT HEARINGS.** Advises commanders on appropriateness of forms of pre-trial restraint; prepares 72-hour letter from commanders; notifies trial judiciary and GCMCA; arranges for hearings; sets up rooms; nominates appropriate officers to serve as military magistrates; briefs military magistrates on duties; prepares for hearings; presents cases at hearings; provides administrative assistance for preparing magistrate's reports; and advises installation commanders on hearing results.
- 20. MISSION LEGAL ASSISTANCE.** Provides legal advice and services to active duty military personnel.
- 21. PROFESSIONAL CONTINUING LEGAL EDUCATION.** Attends formal legal specialty training courses taught in-residence at Air Force, Army, and Navy attorney schools and Air Force Institute of Technology (AFIT); attends legal training courses sponsored by major command; attends continuing legal education courses mandatory for maintenance of state professional license; studies new case laws, statutes, regulations, and professional periodicals to maintain currency.
- 22. LEGAL ADVICE IN ACCIDENTS AND SAFETY INVESTIGATIONS.** Provides counsel on AFR 110-14, Investigations of Aircraft, Missiles, Nuclear, and Space Accident investigations, and AFR 127-4, Investigating and Reporting U.S. Air Force Mishaps, to ensure legal sufficiency and procedural compliance; briefs and advises appropriate members; and prepares legal reviews.
- 23. CONGRESSIONAL INQUIRIES AND INVESTIGATIONS.** Determines need for and type of investigations; provides support for investigations; advises investigators; and reviews reports and follow-up actions.
- 24. CIVILIAN MISCONDUCT.** Advises commanders on appropriate administrative actions; prepares documentation for administrative actions resulting from instances of civilian misconduct (e.g., suspension of dependent privileges, debarment, loss of solicitation rights, and suspension of driving privileges).

- 25. STAFF JUDGE ADVOCATE AND PARALEGAL RECRUITING.** Recruits high quality, active duty officers, civilian attorneys, and law school student recruits meeting regulatory eligibility requirements into judge advocate accession programs and paralegal cross-training; determines and answers questions about eligibility and qualifying credentials; conducts mandated formal and informal employment interviews; conducts judge advocate recruiting trips to nearby law schools; writes reports of interviews; receives applications; ensures completeness and compliance with regulations; forwards application to AF/JAX; assists judge advocate applicants with commissioning physicals; and conducts tours of legal offices.
- 26. CLAIMS IN FAVOR OF THE GOVERNMENT.** Investigates, asserts, pursues, and collects claims on behalf of the United States Air Force, including claims of nonappropriated fund instrumentality's, under the Federal Claims Collection Act, the Federal Medical Care Recovery Act, and other laws.
- 27. ADVISEMENT ON CONTRACTOR OR GOVERNMENT PROCUREMENT CLAIMS AND TERMINATION ACTIONS.** Logs in and suspense's incoming claims correspondence; reviews relevant Air Force records; obtains additional information from Air Force personnel or other witnesses; performs necessary legal research; prepares opinions on contractor or government entitlements to recover funds; prepares interpretations of contract provisions; assesses risks and likely success of litigation in event government claims are asserted; negotiates with opposing counsel as required; prepares draft portions of final decision for contracting officer; coordinates with contract trial team and attorneys as required; forwards advice to contracting officers and/or buying activities; and reviews final decisions prior to issuance to contractors.
- 28. SPECIAL COUNSEL INVESTIGATIONS.** Reviews complaints and inquiries; finds and prepares witnesses; interfaces with investigators; assists in responses and positions; and advises on procedures and potential remedies.
- 29. REPRESENTATION IN, OR SUPPORT FOR, GOVERNMENT ACCOUNTING OFFICE (GAO) BID PROTESTS, GENERAL SERVICES BOARD OF CONTRACT APPEALS (GSBCA) PROTESTS, AND CONTRACTOR APPEALS BEFORE THE ARMED SERVICES BOARD OF CONTRACT APPEALS (ASBCA).** Logs in notices of protests; reviews allegations; locates and identifies relevant agency records; reviews relevant agency records; performs necessary legal research; interviews and prepares agency witnesses; assists with preparation of contracting officer or witness statements; prepares draft agency memorandum for use in agency report, Rule 4 file (GSBCA protest), or answer ASBCA appeal; copies and organizes agency records; submits agency record copies; coordinates cases with MAJCOM, AFCLC/JAB and/or SAF/GCP; and completes preparation within time specified.
- 30. PRE- AND POST-AWARD CONTRACT ADVICE AND LEGAL REVIEWS.** Logs in and suspense's incoming contract files; reviews relevant agency records; performs legal reviews; performs necessary legal research; discusses alternatives with contracting officers; prepares opinions or advice, including major source selections and fiscal law issues; and forwards to other organizational activities.
- 31. REVIEW OF SOURCES FOR POSSIBLE INFRACTIONS AND DISCIPLINARY ACTION.** Reviews Office of Special Investigations (OSI), Security Police, and unit reports, daily Security Police blotters, and other informational sources for possible infractions of the law that could lead to disciplinary actions.
- 32. ADVISEMENT AND TRAINING OF LAW ENFORCEMENT AND INVESTIGATIVE AGENCIES.** Conducts training program for Security Police and OSI agents; and provides advice on criminal issues, including but not limited to search and seizure, apprehension, interrogation, customs, use of force, and disposition of evidence.
- 33. ADVERSE ADMINISTRATIVE ACTIONS.** Provides advice on adverse administrative actions to members other than discharges (e.g., promotion proprieties, UIF/control rosters, demotions, and special security files).

34. **POWERS OF ATTORNEY AND NOTARY SERVICES.** Provides powers of attorney and notary services to eligible persons.
35. **LAW OF ARMED CONFLICT (LOAC) TRAINING.** Trains all personnel to required level of LOAC awareness to adhere to requirements of UCMJ and international law.
36. **CIVILIAN EMPLOYEE ADMINISTRATIVE LITIGATION OTHER THAN MISCONDUCT (INCLUDES OTHER MERIT SYSTEMS PROTECTION BOARD (MSPB), EQUAL EMPLOYMENT OPPORTUNITY (EEO), APPROPRIATED AND NONAPPROPRIATED FUND GRIEVANCES AND ARBITRATION, AGENCY GRIEVANCE PROCESS, AFR 40-7 NONAPPROPRIATED FUNDS PERSONNEL MANAGEMENT AND ADMINISTRATION GRIEVANCE PROCESS, UNFAIR LABOR PRACTICE, AND STATE UNEMPLOYMENT COMPENSATION).** Advises management on processes and remedies; represents management in processes with third party decision-makers; reviews, prepares, and supplements administrative records; advises and selects arbitrators; prepares pre-hearing submissions; selects witnesses location; prepares witnesses; travels to and from hearing site; obtains and reviews transcripts and past hearing submissions; researches material; reviews initial decisions; advises and responds to appeals; advises on implementation of awards; and reviews rates and reasonableness of awards.
37. **CIVIL LAW CONTINGENCIES.** Advises commanders and appropriate staff agencies during contingencies to include hostage negotiations, protests, demonstration activities, and other potential contingencies.
38. **FREEDOM OF INFORMATION ACT (FOIA) AND PRIVACY ACT ISSUES.** Provides advice on release of or access to government information. Drafts privacy act statements and routine use applications.
39. **COMMITTEES AND WORKING GROUPS (1 of 3).** Attends working group and provides advice and legal opinions to various committees, working groups, and their members on a wide variety of topics (e.g., family advocacy committee, civilian employment cost and management committee, drug and alcohol abuse committee, fraud waste and abuse committee, newcomer's orientation, status of discipline meeting, utility utilization panel, quality force committee, financial working group, financial management board).
40. **BARGAINING UNIT MATTERS.** Advises appropriate personnel on duty to deal with exclusive labor representatives; reviews organizational structure to determine appropriate units; coordinates Federal Labor Relations Authority (FLRA) oversight of processes; prepares for negotiations; researches material; advises on negotiability issues; advises on unilateral implementation; negotiates and advises negotiators; reviews position descriptions to determine unit coverage; represents management at hearings; travels to and from hearing sites; reviews initial decisions; advises on appeals; prepares and researches appeals; advises and represents management in impasse resolutions, including mediation, impasse panels, and rights arbitration; and advises personnel on duty to implement third party decisions.
41. **ADVISEMENT AND ASSISTANCE OF BASE ENVIRONMENTAL PROTECTION COMMITTEE (EPC).** Advises on overall compliance matters on all oversight functions of the base and their subcommittees utilizing AFR 19-3, Environmental Protection Committees and Environmental Reporting; assists in development of management action plan including programming and budgeting to remedy findings of environmental audit in accordance with AFR 19-16, Environmental Compliance Assessment and Management Program (ECAMP); researches issues as required; prepares correspondence or ensures documentation exists to document EPC actions of legal significance; and reviews and revises EPC minutes to ensure they accurately reflect meeting and are not later subject to misinterpretation.
42. **REVIEW OF PRELIMINARY FINDINGS OF ANNUAL AUDIT UNDER ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (AFR 19-16).** Participates as team member for review; identifies and provides copies of state and local host jurisdiction laws, regulations, and checklists to supplement the basic ECAMP protocols; participates in in-briefs and out-briefs; physically conducts audits using one or more of the ECAMP protocols; instructs on immediate corrections of minor findings; advises

commands, immediately, on major findings; prepares written findings; assists, as required, in preparation of other findings; researches and resolves legal issues raised by other ECAMP team members; reviews and revises, as needed, all preliminary and candidate findings before they are designated final; assists responsible organizations in planning strategies to resolve findings and monitor progress; identifies any third parties who may be threatened or have been injured by newly discovered contamination; institutes any corrective actions; and estimates litigation and liability possibilities.

43. CONTRACTOR EMPLOYEE ISSUES. Researches and advises on duties and obligations of management to contractor employees and contractor employee unions; advises of options on responding to work stoppages and picketing; coordinates with Air Force officials and local law enforcement officials; advises on establishment of reserve gate and continuation of services; advises on wage variances; prepares for hearings; travels to and from hearings; and participates in hearings and briefs.

44. ADVISEMENT AND ASSISTANCE IN IMPLEMENTATION OF CLEAN AIR ACT (CAA) REQUIREMENTS. Assists in preparation of "conformity determinations" for Air Force actions under Sec. 176 of CAA; implements inspection and maintenance program under base registration program when required; advises and assists in preparation of base air emission inventories; negotiates with regulators, as needed (e.g., alternate transportation subsidies, clean fuels program, civilian access to clean fuels program); monitors compliance with chlorofluorocarbons (CFC) phaseout, recycling requirements, and certification of CFC technicians; advises on national ambient air quality standards; and advises on compliance requirements in non-attainment and attainment areas.

45. DAILY REVIEW OF STATE AND LOCAL JURISDICTION ADMINISTRATIVE RULEMAKING, LEGISLATIVE AGENDA, AND LEGAL NOTICES. Reviews the equivalent of the U.S. Federal Register in applicable local jurisdiction(s) to identify meetings and notices of proposed rulemaking; attends meetings to provide informal input on proposed rules; consults with other staff agencies (e.g., hospital, civil engineers, etc.) and analyzes proposals to identify impact on Air Force activities; drafts and coordinates formal comments and proposed changes for submission to appropriate agencies; responds to agency inquiries; notifies staff of final rules; and coordinates required programming for implementation.

46. ADVISEMENT AND ASSISTANCE ON THE INSTALLATION RESTORATION PROGRAM (NOT INCLUDING NATIONAL PRIORITY LIST SITES). Advises Technical Review Committee on remediation alternatives; drafts and reviews records of decisions, remedial investigations, and feasibility studies; advises on contractual matters (e.g., alternate water supply hookups); negotiates with EPA and state agencies on cleanup levels; submits documentation to support Air Force positions; drafts and negotiates Federal Facility Agreements; assists in conducting public hearings; prepares and reviews transcripts of public hearings; advises on, drafts, and reviews documents to implement analysis required by National Environmental Policy Act; and responds to requests for legal interpretation, as needed.

47. ADVISEMENT OF STAFF PLANNING FUNCTIONS ON REQUIREMENTS OF NATIONAL ENVIRONMENTAL POLICY ACT. Advises appropriate personnel on need for compliance with AFR 19-3, Environmental Impact Analysis Process (EIAP), and the manner of compliance; researches, analyzes, and documents opinions, as needed; assists in drafting and reviews needed EIAP documentation (e.g., environmental assessments, findings of no significant impact, and environmental impact statement).

48. ADVICE AND ASSISTANCE TO COMMANDS IN UTILITY PROCEEDINGS. Coordinates with base civil engineers and base contracting officers to procure expert witnesses as required; negotiates with proponent of proposed rate increases; assists in all aspects of water rights acquisition and preservation of stream adjudication's; assists in preparation of government testimony and evidence; attends pre-hearing conferences and administrative hearings; conducts direct and cross examination of witnesses; negotiates utility contracts for bases; and serves as Air Force representative for adverse parties.

- 49. ADVISEMENT AND ASSISTANCE ON NATURAL AND CULTURAL RESOURCES AND REAL PROPERTY ISSUES.** Advises on and assists in consultation with Fish and Wildlife Service regarding impact of Air Force actions on endangered species to ensure compliance with the Endangered Species Act; advises on contractual actions to secure needed cultural or natural resource surveys; advises on and assists in consultation with state historical preservation officer in accordance with the National Historic Preservation Act regarding proposed undertakings which affect buildings or sites on, or that qualify for, the National Register of Historic Places; assists in preparation of documentation required for compliance with natural and cultural resource laws; advises on compliance, with guidance from state or federal agencies, on mitigation of adverse impacts on cultural or natural resources; advises on responsibilities to preserve and return burial objects or human remains under Air Force control in accordance with the Native American Graves Protection and Repatriation Act; advises on general statutory requirements applicable to wetlands, coastal zone management, floodplains, historic properties, and archeological sites; advises on real property issues including acquiring or retroceding federal legislative jurisdiction; and advises on acquisition or surrender of access to, or interests in, real property.
- 50. MISCELLANEOUS ENVIRONMENTAL LAW DUTIES.** Briefs and conducts training on environmental law subjects; prepares for inspections by federal, state, and local jurisdiction regulators; accompanies inspectors; reviews all regulatory requests for environmental monitoring data; approves release of all such data; reviews installation supplement at least annually to ensure currency; updates as needed; maintains routine liaison with federal, state, and local jurisdiction regulators; provides miscellaneous advice to staff agencies as needed, to include radiation safety officer; and reviews reports of environmental violation for self-reporting requirements, possible disciplinary action, or referral to civilian enforcement agencies.
- 51. THIRD-PARTY SITE PROGRAMS.** Responds to information requests from HQ USAF and the Environmental Protection Agency; seeks out and interviews witnesses on past base waste disposal practices; conducts records search to identify past contracts and documents relating to base waste disposal; reviews located records; conducts follow-on interviews and research as result of records review or HQ USAF requests; and provides local liaison.
- 52. PREVENTIVE LAW PROGRAM.** Provides information sharing to avoid legal pitfalls; develops a preventive law plan based on needs of the local base to include oral presentations (e.g., military law seminars, newcomers orientation, commander's calls, Soldiers and Sailor Civil Relief Act, etc.) and written presentations (e.g., newspaper articles, base bulletin notices, and newsletters covering special interest items such as status of justice, state law studies, and preventive law pamphlets).
- 53. INTERACTION WITH CIVILIAN AGENCIES.** Conducts liaison and positive interaction by legal personnel with civilian authorities, agencies and organizations, including: U.S. Attorney, local district attorneys, EPA officials, local police departments, Internal Revenue Service (IRS), and the bar associations; coordinates approval of command authorities appearing before state legislative bodies.
- 54. ADMINISTRATIVE LAW OPINIONS (2 of 3).** Receives inquiries or requests for opinion from commands, staff agencies, or individuals; researches legal issues; reviews or drafts documents, plans, or procedures for a variety of matters (e.g., abandoned property, agreements with educational institutions, bank and credit union problems, jury duty, off-limits establishments, on-base advertising, on-base sale of personal property, regulations and forms review, traffic laws, trespass, warning signs, reports of survey, fiscal law fund raising, loss of funds, and relocation expenses).
- 55. REVIEW OF SUBMISSIONS IN DEPARTMENT OF LABOR CASES, INCLUDING CONTINUATION OF PAY, WORKERS COMPENSATION, AND DISABILITY.** Reviews claims for entitlements; reviews and advises on management responses and development of criminal and investigative responses to fraudulent claims; and advises on procedures and input to controvert claims.
- 56. REVIEW OF SUBMISSIONS IN OFFICE OF PERSONNEL MANAGEMENT CLAIMS.** Reviews appeals; advises management; reviews and drafts management positions; assists in collections, organization, and

distillation of records; ensures relevance to claims; researches legal references; and advises on corrective actions to control overtime claims.

57. QUALITY ASSURANCE FOR HOSPITAL FUNCTIONS. Advises hospitals on quality assurance legal issues; provides advice on questions involving withdrawal of health care provider credentials; advises Credential Review Board members; acts as recorder and legal advisor at hearings; and reviews hospital policy and procedures for medical malpractice and other legal issues.

58. COORDINATION OF BENEFITS PROGRAM. Asserts claims for medical care under 10 U.S.C. 1095; reviews referred claims for collection; returns moneys collected under 10 U.S.C. 1095 to the military hospital which rendered the treatment; and provides litigation support to the U.S. Attorney, as necessary.

59. COMMITTEES AND WORKING GROUPS (2 of 3). Provides advice and legal opinions to various committees, working groups, and their members on a wide variety of topics of medium importance (e.g., base advisory council, contingency operations steering group, family support executive committee, family advocacy information board, NCO open mess advisory council, and officers' open mess advisory council).

60. REVIEW OF CONTRACT RATIFICATION ACTIONS. Logs in files; suspense's incoming ratification files; performs legal reviews; performs necessary legal research; prepares opinions; makes copy of Staff Judge Advocate opinion for legal files; and recommends adverse action or recovery of funds as appropriate.

61. REVIEW OF INVESTIGATION AND ADVISE ON DEBARMENT AND SUSPENSION ACTIONS, PROCUREMENT FRAUD CIVIL REMEDIES, AND CRIMINAL PROSECUTION. Logs in investigative reports or adverse information on contractors; locates and obtains relevant Air Force records; reviews records and interviews witnesses to determine facts; performs necessary legal research; identifies and recommends whether to initiate corrective actions (e.g., debarment, suspension actions, criminal prosecution, procurement fraud, and other civil remedies); coordinates suggested actions with contracting activities and, as necessary, MAJCOM, SAF/GCP and U.S. Attorney; prepares memorandums in support of recommendations; provides representation at hearings when required; prepares remedies plans; coordinates remedies plan with other DoD components, as required; coordinates suggested adverse personnel actions with Civilian Personnel Flight (CPF) or Military Personnel Flight (MPF) and commander; performs follow-up to determine compliance with the remedies plans; and closes out plans when actions are completed.

62. ARTICLE 137, UCMJ, TRAINING. Conducts personal UCMJ training for each Air Force enlisted member upon initial entry, six months of service, and first reenlistment.

63. VICTIM WITNESS ASSISTANCE PROGRAM. Advises victim of rights and obligations throughout criminal process; discusses and coordinates with victims in major case decisions; advises victims of case dispositions; and refers victims and families to appropriate military and civilian support agencies.

64. MISCELLANEOUS LABOR LAW AND CIVILIAN PERSONNEL ISSUES. Refers to federal statutes, code of federal regulations, federal personnel manuals, bulletins, Air Force regulations, and different collective bargaining unit contracts for each bargaining unit, and provides daily advice on interpretation and application based on factual input of statutory, regulatory, and contractual requirements controlling all conditions of employment of nonappropriated fund, appropriated fund, and contractor employees.

65. AFFIRMATIVE ACTION PLANS. Advises on developments; reviews for compliance with Civil Rights Act and case laws; reviews and advises on compliance of individual management decisions with plan and legal requirements; and researches legal materials.

66. REVIEW OF NONAPPROPRIATED FUND (NAF) CONTRACT ACTIONS. Logs in file and suspense's incoming NAF contract files; performs legal reviews; performs necessary legal research; and prepares opinions.

67. **FINANCIAL RESPONSIBILITY COUNSELING.** Refers member to commander for counseling per AFR 35-18, Personal Financial Responsibility; upon receipt of complaint concerning non-support of dependents by service members or other financial issues, provides general guidance to complainants attorneys; ensures service of process is redirected to Judge Advocate at Defense Finance Accounting Service (DFAS); advises Accounting and Finance officers on matters concerning pay execution; and contacts members and provides counseling for involuntary allotment executed by DFAS.
68. **ADMINISTRATIVE LAW OPINIONS (3 of 3).** Receives inquiry or request for opinion from commands, staff agencies, or individuals to research legal issues, and reviews or drafts documents, plans or procedures for variety of matters of lesser importance (e.g., alert force, autopsies, post mortem issues, death, mortuary affairs, summary court reviews, copyright and patent issues, immigration, naturalization, lost time, paper reduction act, storage of private weapons, suggestions, Veterans' Administration entitlements, and Voting and Heath Act).
69. **COMMITTEES AND WORKING GROUPS (3 of 3).** Provides advice and legal opinions to various committees, working groups and their members on a wide variety of topics in which the Staff Judge Advocate office is a minor player (e.g., base security council, black history committee, company grade officers council, facilities review board, museum and heritage working group, OPSEC/COMSEC committee, school board advisory committee, wing safety board, resource protection committee, security managers committee, suggestion awards committee, telephone control officers group, unit advisory committee, Hispanic history committee, chaplain fund advisory council, and selection boards).
70. **OTHER LEGAL ASSISTANCE.** Provides legal advice and services to eligible dependents and retirees.
71. **INCOME TAX PROGRAM.** Provides tax assistance, forms, and referral to appropriate agencies.